



CORR-COMMUNITY CORRECTIONS, ASSOC DIR

CHARACTERISTICS OF WORK:

This is administrative and supervisory work involving the provision of field services within a geographical region of a state correctional system. Responsibilities include ensuring the provision of services in the functional areas of probation, parole, and other release programs. Other duties include developing short and long range programmatic goals and serving as a liaison with community corrections providers. Line supervision is exercised over field services and clerical support. Incumbents receive general supervision from the Corr-Community Corrections Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Criminal Justice, Administration of Justice, Psychology, Sociology, Social work, or a directly related field;

AND

Experience:

Five (5) years of experience in work related to the described duties, two (2) years of which must have included line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Criminal Justice, Administration of Justice, Psychology, Sociology, Social Work, or a directly related field;

AND

Experience:

Six (6) years of experience in work related to the described duties, two (2) years of which must have included line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Ten (10) years of experience in work related to the described duties, two (2) years of which must have included line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of experience in line or functional supervision.

Required Documentation:

Applicants must possess a valid Mississippi Driver's License or a valid Driver's License from a contiguous state and attach a copy.

Applicants must maintain Law Enforcement Minimum Standards Certification.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, coworkers, management, and other entities. Testifies in court at revocation hearings, as necessary. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel, or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel.

Supervising, Monitoring, and the Enforcement of Offender and Offender Programs: Supervises and ensures the provision of services related to release programs and the progress of offenders in such programs.

Ensures the provision of services in the functional areas of probation, parole, and other release programs. Maintains contact with offenders and their employers, families, teachers, and others to determine the extent of offender adjustment. Develops short and long range programmatic goals.

Managing Human Resources: Plans, distributes, coordinates, and monitors work assignments of other personnel.

Assigns area caseloads for supervision. Reviews and approves leave requests, travel vouchers, case files, and time sheets. Exercises line supervision over field services and clerical support. Supervises staff as per MDOC Policy and Procedure.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs administrative duties required in the operation of Field Offices and Drug Program Offices.
2. Supervises staff as per MDOC Policy and Procedure.
3. Develops, coordinates, and establishes new program of community corrections.
4. Performs duties and functions of a Corr-Field Officer.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises the provision of such field services as probation, parole, and other release programs.

Assigns area caseloads for supervision.

Prepares and disseminates educational materials regarding agency activities.

Serves as liaison with community corrections providers and state and local government officials.

Maintains public relations with other agencies and court system(s) personnel.

Informs local authorities of new programs.

Works with local authorities to receive new programs.

Monitors the progress of offenders placed in community-based programs administered by the department.

Intercedes on cases, as necessary, regarding violations, revocations, and extradition.

Reviews and approves leave requests, travel vouchers, case files, and time sheets.

Confers with designated personnel to develop individualized service plans for offenders.

Testifies in court at revocation hearings, as necessary.

Supervises caseload of probationary and paroled offenders as necessary providing the incumbent meets the requirements of 47-7-9(2b) and 45-6-11.

Maintains regular contact with offenders and their employers, families, teachers, and others to determine the extent of offender adjustment.

Collects supervision fees from offenders.

Procures office space.

Performs interviews and makes recommendations for vacant positions.

Maintains inventory and obtains supplies.

Receives monthly reports, verifies for accuracy, and compiles data to one area wide report.

Evaluates staff and completes performance appraisal reviews.

Audits subordinate employees' case files.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.